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# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 45-69

3 November 1969

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (4-70)

DATES 14 - 19 December 1969 (Sunday after  
noon - Friday afternoon)

LOCATION [REDACTED] 5X1A6a

OBJECTIVES To increase individual effective-  
ness on the job by providing  
better understanding of planning  
as a managerial skill and familiari-  
zation with the Agency's overall  
planning system.

FOR Unit chiefs who have a need for  
better understanding of planning  
methods and processes.

Staff officers who provide planning  
support to line officers.

Grade level: GS-13 and GS-14.

DESCRIPTION A one-week, residence (full-time)  
course which provides a systematic  
framework for managerial planning,  
identifies and analyzes basic  
styles of planning, covers selected  
techniques useful in planning,  
and provides an orientation on  
the Agency's overall PPB system.  
Developed under contract by

25X1A5a1

[REDACTED]  
Inc., this course features active  
learning through pre-course work,  
team problem-solving, and case  
study. Formal lectures are kept  
at a minimum.

(Over, please)

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PRECOURSE  
WORK

Approximately 20 hours. Material  
to be sent out on or about  
Wednesday, 26 November 1969.

REGISTRATION

Limited to 45. Submit Form 73 to  
AIR/ISS/TR, Room 832 Glebe by  
Wednesday, 19 November 1969.  
No substitutions to be made after  
that date because of extensive  
precourse work requirements.

TRAVEL ORDERS  
AND COST

Responsibility of participating  
office.

25X1A

ADDITIONAL  
INFORMATION

On course content, call extension [REDACTED]  
On registration, extension [REDACTED]

[REDACTED] K1A

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